Information Technology Services

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How to Change Your Password on a Computer

1. Type your username (first part of your email e.g. jdoe)
2. Type your password (same as your email and portal)
3. Read and click OK to accept the HCCC Acceptable Use Procedure
4. Once you are logged in press Ctrl-Alt-Delete
5. From the list click, "Change a Password"
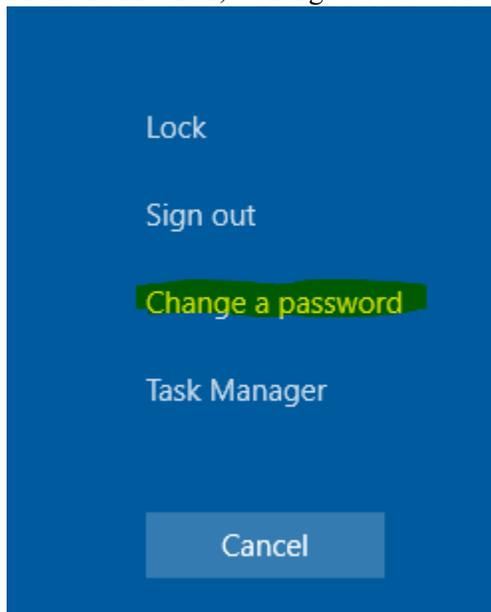
6. Type your existing password

7. Type your new password and then again in the confirmation box